APPENDICES

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APPENDIX 1

LIST OF ACRONYMS AND ABBREVIATIONS

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LIST OF ACRONYMS AND ABBREVIATIONS

Acronym	Definition
AARR	Annual Allowance and Requirements Review
ABF	Aviation Boatswain's Mate (Fuel)
AFFF	Aqueous Film Forming Foam
AIS	Annual Inspection Summary
API	American Petroleum Institute
ASA	Anti-Static Additive
AUTODIN	Automatic Digital Network
BS&W	Bottom Sediment and Water
CESO	Civil Engineering Support Office
CNO	Chief of Naval Operations
COCO	Contractor-Owned Contractor-Operated
COR	Contracting Officer's Representative
DEIS	Defense Energy Information System
DERA	Defense Environmental Restoration Account
DFAMS	Defense Fuel Automated Management System
DFR	Defense Fuel Region
DFSC	Defense Fuel Supply Center
DFSP	Defense Fuel Support Point
DLA	Defense Logistics Agency
DOD	Department of Defense
DON	Department of the Navy
ECIP	Energy Conservation Investment Program
EES	Environmental Engineering Survey
EFD	Engineering Field Division
EGL	Equipment Guide List

ESQD	Explosive Safety Quantity Distance
FDSO	Fuel Distribution Systems Operations
FEA	Fuel Exchange Agreement
FIP	Facility Inspection Program
FIR	Financial Inventory Report
FMSO	Fleet Material Support Office
FOB	Free On Board
FPD	Facilities Planning Document
FSII	Fuel System Icing Inhibitor
GBL	Government Bill of Lading
GOGO	Government-Owned Government-Operated
IAD	Inventory Adjustment Document
IMP	Inventory Management Plan
IPE	Industrial Plant Equipment
JPO	Joint Petroleum Office
LUST	Leaking Underground Storage Tanks
MEASURE	Metrology Automated System for Uniform Recall and Reporting
MILCON	Military Construction
MIP	Maintenance Index Page
MIPR	Military Interdepartmental Purchase Request
MOU	Memorandum of Understanding
MPMS	Manual of Petroleum Measurement Standards
MRC	Maintenance Requirement Cards
MRP	Maintenance and Repair Program
MSC	Military Sealift Command
MSR	Master Stock Records
NA	Narrative Assessment

NAS	Naval Air Station
NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facilities Engineering Command
NAVOSH	Navy Occupational Safety and Health
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NCBC	Naval Construction Battalion Center
NEESA	Navy Energy and Environmental Support Activity
NOSC	Navy On-Scene Coordinator
NOSCDR	Navy On-Scene Commander
NOSHIP	Navy Occupation Safety and Health Inspection Program
NFPA	National Fire Protection Association
NRFC	Navy Regional Finance Center
NSF	Navy Stock Fund
OICC	Officer in Charge of Construction
OPN	Other Procurement, Navy
OSD	Office of the Secretary of Defense
OSO	Other Supply Officer
PC&S	Post, Camp and Stations
PDA	Procurement Defense Account
PECI	Productivity Enhancing Capital Investment
PIF	Productivity Investment Fund
PIPER	Planned Investment Program for Equipment Replacement
PMS	Planned Maintenance System
POL	Petroleum, Oil and Lubricants

PQS	Personal Qualification Standard
PWC	Public Works Center
PWD	Public Works Department
PWRMRP	Pre-Positioned War Reserve Material Requirements Protectable
QA	Quality Assurance
QS	Quality Surveillance
RDO	Redistribution Order
ROICC	Resident Officer in Charge of Construction
SAPO	Sub-Area Petroleum Office
SCE	Staff Civil Engineer
SIOATH	Source Identification and Ordering Authorization Form
SPCC	Spill Prevention Control and Countermeasures
TEL	Tetraethyl Lead
TML	Tetramethyl Lead
UL	Underwriters Laboratories
WIC	Work Input Control
WISP	Worldwide Inventory and Storage Plan
YO	Yard Oiler

APPENDIX 2

REFERENCES

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REFERENCES

(All DOD and Navy instructions, specifications and standards are listed by numeric series. Applicable indexes should be consulted to verify most current revision to each reference.)

Publication Number	Title	Referenced in Chapters
API RP-1110	Recommended Practice for the Pressure Testing of Liquid Petroleum Pipelines	5
API RP-2003	Protection Against Ignitions Arising Out of Static, Lightning and Stray Currents	9
API RP-2015	Cleaning Petroleum Storage Tanks	5
American Red Cross 321907	Cardiopulmonary Resuscitation (CPR) Training Manual	8
ASTM D-1085/ API STD 2545	Gauging Petroleum and Petroleum Products	8
ASTM D-1086/ API STD 2543	Measuring the Temperature of Petroleum and Petroleum Products	3
ASTM D-1250/ IP-200/API-2540	Petroleum Measurement Tables	3
ASTM D-4057	Standard Practice for Manual Sampling of Petroleum and Petroleum Products	4
ASTM Standards, Section 5	Annual Book of ASTM Standards; Petroleum Products, Lubricants and Fossil Fuels (Vols. 05.01-05.05)	4
CINCLANTFLTINST 4020.1	Atlantic Command Petroleum Operation	2
COMSCINST 3121.3	Tanker Operating Instruction (TANKOPINS)	2
DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal	2,3,4,6
DOD 7200.10	Guidelines for Reporting Lost, Damaged or Destroyed Government Property	3
DLAM 4270.1	DLA Facilities Projects Manual	6

FED-STD-791	Lubricant, Liquid Fuel and Related Products; Methods of Testing	4
	International Oil Tanker and Terminal Safety Guide, Second Edition	8,9
MIL-HDBK-113	Guide for the Selection of Lubricants, Functional Fluids, Preservatives, and Specialty Products for Use in Ground Equipment Systems	4
MIL-HDBK-200	Quality Surveillance Handbook for Fuel, Lubricants and Related Products	2,4
MIL-HDBK-201	Military Standardization Handbook, Petroleum Operations	2,3,5,8,9
MIL-HDBK-210	Conversion Factors and Logistics Data for Petroleum Planning	2
MIL-HDBK-291(SH)	Cargo Tank Cleaning	5
MIL-HDBK-1008	Military Handbook, Fire Protection for Facilities Engineering, Design, and Construction	9
MIL-L-16644	Tapes, Measuring: Tank Gauging Type, with Reel and Plumb Bob	3
MIL-STD-101	Color Code for Pipelines and for Compressed Gas Cylinders	5
MIL-STD-109	Quality Assurance Terms and Definitions	4
MIL-STD-140	Petroleum Liquids; Procedure for Determining Normal Lost Expectancies for	3
MIL-STD-161	Identification Method for Bulk Petroleum Systems	5
MIL-STD-290	Packaging of Petroleum and Related Products	4
MIL-STD-45662	Military Standard; Calibration Systems Requirements	4

MIL-STD-457	Frequency for Inspection and Cleaning of Petroleum Fuel Operating and Storage Tanks	5
NFPA 30/45	National Fire Protection Association	8,9
NFPA 77	Static Electricity	8
NFPA 385	Tank Vehicles for Flammable and Combustible Liquids	8
NAVAIR 00-80T-109	Aircraft Refueling NATOPS Manual	4
NAVAIR 06-5-502	Aircraft Refueling for Shore Activities	2
NAVAIRINST 10300.3	Fuels, Lubricants and Associated Products Used by the North Atlantic Treaty Organization (NATO) and Armed Forces	4
NAVAIRINST 10340.3	Maintaining Quality and Limiting Contamination of Aircraft Fuels	2,4
NAVCOMPT Manual Volume 3	Appropriation Cost and Property Accounting (Field)	3
NAVCOMPT Manual Volume 8	Financial Inventory Accounting, Reporting and Billing	3
NAVCOMPTINST 7000.42	Single Point of Payment of CONUS Post, Camp and Station (PC&S) Petroleum Contracts	3
NAVEDTRA 10883	Fundamentals of Petroleum	7
NAVFAC DM-5	Civil Engineering	6
NAVFAC DM-8	Fire Protection Engineering	6
NAVFAC DM-22	Petroleum Fuel Facilities	6
NAVFAC DM-25	Waterfront Operational Facilities	6
NAVFAC P-72	Facilities Category Code	6
NAVFAC P-80	Facilities Planning for Naval Shore Activities	6
NAVFAC P-442	Economic Analysis Handbook	6
NAVFAC P-908	Oil Spill Control for Inland Waters and Harbors	9

NAVFAC MO-117	Maintenance of Fire Protection Systems	5,9
NAVFAC MO-230	Maintenance Manual Petroleum Fuel Facilities	2,5,8,9
NAVFAC MO-306	Maintenance Manual--Corrosion Prevention and Control	5
NAVFAC MO-307	Corrosion Control by Cathodic Protection	5
NAVFAC MO-321	Maintenance Management of Shore Facilities	5
NAVFAC MO-321.1	Maintenance Management of Public Works and Public Utilities for Small Activities	5
NAVFAC MO-322	Inspection for Maintenance of Public Works and Public Utilities	5
NAVFACINST 5100.14	Navy Occupational Safety and Health (NAVOSH) Deficiency Abatement Program Ashore	6
NAVFACINST 6240.3	Department of the Navy Pollution Control Reports; Responsibility and Guidance on Reporting of	6,10
NAVFACINST 11010.32	Military Construction Program Projects; Preparation of Supporting Documentation for (To be incorporated into NAVFACINST 11010.44)	6
NAVFACINST 11010.44	Shore Facilities Planning Manual	6
NAVFACINST 11010.57	Site Approval of Naval Shore Facilities (To be incorporated into NAVFACINST 11010.44)	6
NAVFACINST 11200.12	Civil Engineer Support Equipment (Transportation Equipment); Administration and Control of (To be incorporated into NAVFAC P-300)	6
NAVPETOFFINST 4020.1	Bulk Petroleum and Bulk Lube Oil Requirements	3
NAVPETOFFINST 4020.2	Navy POL Laboratories; Locations and Testing Capabilities	2

NAVPETOFFINST 4025.2	Handling, Storing, Recycling and/or Disposing of Contaminated Low Flash Petroleum Products	10
NAVPETOFFINST 4100.1	Fuel Reclamation	2,6,10
NAVPETOFFINST 4400.1	Handling Requirements for Bulk Lubricating Oils	2
NAVPETOFFINST 10340.1	Drumming Procedures	2
NAVPETOFFINST 10341.1	Handling Requirements and Safety Characteristics of JP5 Jet Fuel	8
NAVPETOFFINST 10345.1	Precautions to Tank Entry Guidelines for Leaded Fuel Tanks	8
NAVPETOFFNOTE 4265	Revised DOD Standard Prices and Pricing Guidance for Petroleum Products (Cognizance 9X and 1B Material)	3
NAVSEA S6470-AA-SAF-010	U.S. Navy Gas Free Engineering Program Technical Manual	8
NAVSUP Manual Volume II	Supply Procedures Ashore	2,3
NAVSUPINST 4020.8	Fuel Exchange Agreements with Foreign Military Forces	3
NAVSUPINST 4355.5	Petroleum Procurement Quality Assurance Manual	2
NAVSUPINST 4440.115	Physical Inventory Program	3
NAVSUPINST 4730.1	Overseas Laboratories for Support of Quality Surveillance of Petroleum Products	4
NAVSUPINST 4750.1	Planned Maintenance System for Bulk Fuel Shore Facilities	5
NAVSUPINST 6240.2	Oil Pollution Prevention, Control and Abatement of Bulk Fuel Facilities; Guidelines/Procedures and Assignment of Responsibilities for	10
NAVSUPINST 12410.16	Guidance for Competency Based Certification (CBC) Training Program for Naval Supply Center Fuel Terminal Operations	7

NAVSUP P-485	Afloat Supply Procedures	3
NAVSUP P-546	Pilferage of Petroleum	3
OPNAVINST 4020.25	Control and Accountability for Ground Fuels	2,3
OPNAVINST 4020.26	Fuel Exchange Agreements with Foreign Military Forces	3
OPNAVINST 4100.8	Defense Energy Information System	2
OPNAVINST 5090.1	Environmental and Natural Resources Protection Manual	2,10
OPNAVINST 5100.23	Navy Occupational Safety and Health Program	8
OPNAVINST 5530.14	Physical Security Ashore	2
OPNAVINST 11010.20	Facilities Project Manual	6
OPNAVINST 11010.34	Instructions for Preparation and Submission of the Annual Inspection Summary and Narrative Assessment	6
29 CFR 1910	Code of Federal Regulations, Occupational Safety and Health Administration	4,6,8
29 CFR 1910.151	Medical Services and First Aid	8
29 CFR 1926	Construction Industry-OSHA Standards	6,8
29 CFR 1926.20; 23; 50	General Safety and Occupational Health Provisions	8
33 CFR 154	Oil Pollution Regulations for Marine Transfer Facilities	2,10
40 CFR 112	Oil Pollution Prevention	2,10

APPENDIX 3

SAMPLE STANDARD OPERATING PROCEDURE FOR RECEIPT OF FUEL FROM A TANKER

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SAMPLE STANDARD OPERATING PROCEDURE FOR RECEIPT OF FUEL FROM A TANKER

I. Preparation

The standard operation outlined below is provided as an example of a tanker receipt operation. It is only a guide and is not intended to be used as a standard operation for a given receipt operation.

a. Administrative

(1) Review tank inventories and requirements to rotate stocks
(2) Prepare operations order
(3) Discuss sequence of operation with foreman

b. Tank Selection

(1) Provide room for receipt
(2) Drain or strip water
(3) Ensure valves and tank vents are in good working order
(4) Check and clear pipelines
(5) Select an overflow tank (i.e., an extra tank to take unexpected quantities)
(6) If the tanker arrives during the shift change, double check valve, tank and pumps
(7) Pack all pipelines to be used

c. Berth Selection

(1) Verify room and depth of water required
(2) Notify vessel of berth location
(3) Select manifolds and check valves
(4) Clear area of unnecessary equipment
(5) Provide sample container for line sampler
(6) Check type and serviceability of slings, dollies, and hoses
(7) Check communications (radios, walkie talkies, telephones)
(8) Ready oil spill recovery equipment and absorbent material
(9) Plug scuppers

d. Assignment of Personnel

(1) Assign an adequate number of personnel
(2) Ensure those assigned have adequate experience
(3) Notify each assigned person of his specific tasks
(4) Ensure personnel have proper safety equipment (gloves, hard hats, safety shoes)
(5) Provide Dock Master to spot vessel to appropriate manifold

(6) Provide or arrange for line handlers

e. Equipment and Fittings

(1) Select proper size and number of hoses
(2) Ensure flanges and gaskets on loading arms and hoses are in good condition
(3) Provide sampling gear and gauging tapes
(4) Check condition of bonding cables
(5) Have appropriate forms and log books on hand

f. Fire Protection

(1) Ready fire hose and test fire main
(2) Have adequate fire protection equipment and personnel assigned
(3) Notify security personnel to be aware of visitors, personnel leaving vessel
(4) Enforce no smoking/open flame rules

II. Vessel Preparation

a. Berthing

(1) Dock Master establish communication with pilot
(2) Spot the ship so that manifolds are aligned
(3) Secure lines
(4) Assist in lowering gangway
(5) Connect bonding cables
(6) Sign Notice of Readiness

b. Inspection on Vessel

(1) Inspector establish communication with Chief Mate
(2) Inspect tank and valve seals
(3) Vessel personnel take open ullages, water cuts and temperatures (empty tanks should be inspected or ullaged). Shore personnel witness this evolution.
(4) Vessel personnel compute volumes on board. Shore personnel witness.
(5) Inspector take samples of tanks and take them ashore for testing
(6) Inspector report results of test to operations foreman
(7) Sign Declaration of Inspection

c. Inspection Ashore

(1) Shore personnel gauge, water cut and take temperature of receiving tanks. Vessel personnel should be invited to witness this evolution.
(2) Shore personnel inform foreman that gauge evolution is completed

d. Connect Vessel

(1) Connect loading arms or hoses
(2) Shore personnel inspect connections and manifolds
(3) Shore personnel inform foreman that connection is completed
(4) Ensure drip pans are in place

To reduce tanker laytime, items b, c and d are normally done concurrently.

III. Discharge of Fuel

a. Fuel supervisor gives approval to start discharge.

b. Vessel starts discharges at a reduced rate.

c. Tank receipt verification should be made within 15 minutes of start of discharge.

d. Inspect manifolds, hoses, pipeline for leaks.

e. Vessel give approval to begin discharge at normal rate not to exceed pier manifold pressure.

f. Perform check gauge of shore tanks every 45 minutes.

g. Check vessel discharge rate every 45 minutes.

h. Conduct line patrol every 45 minutes.

i. Pull line samples at beginning, middle and end of discharge.

j. Log pier manifold pressure and any unusual condition every hour.

k. Obtain a standby notice from the vessel 15 minutes prior to shut down.

IV. End of Discharge

a. Inspect Vessel

(1) Vessel personnel gauge, water cut and take temperatures of tanks. Shore personnel witness the evolution.

(2) Empty tanks are certified as dry by shore personnel (if there is any fuel in the tank, it must be gauged).
(3) Vessel personnel calculate volumes of product remaining on board. Shore personnel witness calculation.
(4) DD Form 250 prepared by ships personnel certifying how much product was discharged. A copy of the DD Form 250 is provided to shore personnel.

b. Shore Inspection

(1) Shore personnel gauge, water cut and take temperature of receiving tanks. Vessel personnel may witness gauging.
(2) Calculate volumes of product received.
(3) DD Form 250-1 prepared by shore personnel and a copy given to vessel personnel.

NOTE: Discrepancies between vessel and shore volumes are reconciled at this time. Differences which cannot be reconciled will be investigated and reasons for discrepancy documented on a DD Form 1149 or DD Form 200.

c. Secure all valves.

d. Disconnect and cap loading arms and hoses.

e. Disconnect bonding cables.

f. Vessel Departs

(1) Assist in raising gangway
(2) Cast off shore lines

V. Post Discharge

a. Inspect equipment, hose and pipelines used in transfer.

b. Restow equipment (i.e., hoses, forklifts, dollies).

c. After product has settled, fuel inspector pulls samples for full laboratory analysis.

d. Analysis listed on tank ready-for-issue information.

APPENDIX 4

SAMPLE OPERATING PROCEDURES FOR PUMPING STATION

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SAMPLE OPERATING PROCEDURES FOR PUMPING STATION

The standard procedure outlined below is provided as an example of a pumphouse operating procedure. It is provided only as a guide and is not intended to be used as a specific operating procedure for a given pumphouse.

I. Description

The pump station is equipped with two flooded suction centrifugal pumps rated at 600 gpm. Pumps are driven by a reduction gear via a 150 hp electric motor. Pumps are equipped with the following apparatus:

a. Pump inlet and discharge valve
b. Suction and discharge vacuum/pressure gauges
c. Pressure relief valve and line
d. Air escape valve
e. Bearing oil cups
f. Duplex strainers
g. Oil cooled gear reduction box
h. Start and stop switch
i. Pressure operated safety switch

Pumps are supplied from a 30,000 bbl tank via an 8" pipeline and discharged into a common discharge header and transfer main to pier delta. Recommended pump start-up procedures:

a. Establish communications.

b. Check oil level on bearing cup oilers. Add oil if the oil level is below the red line on the oil cup. Use only 30W oil MIL-SPEC _____.

c. Check oil level in reduction gear box. Add oil if level is below the "Add Oil Line" on the dipstick. Use only 90W gear oil MIL SPEC _____.

d. Check pumps and pipeline for leaks.

e. Open pump inlet valve.

f. Prior to starting the pump, ensure the proper valve alignment from the tank to the discharge point has been checked.

g. Start the pump upon the command from fuel control.

h. Open the pump discharge valve door.

i. Ensure the pump is operating at normal operating pressure and temperature (i.e., 90 psi @ 90°F).

j. Log pump number, starting time, pumping pressure and temperature in pumphouse operating log.

II. Operating Procedures

Pump checks conducted during pump operations are extremely site specific and will depend on the operations being conducted and the type pumps and monitoring equipment. For this reason, procedures in the area must be developed locally.

III. Procedures to Stop the Pumps

a. Push the pump stop button upon the command from fuel control.

b. Close pump discharge and inlet valves.

c. Close other valves as required.

d. Log the time the pump was stopped.

IV. Emergency Pump Stopping Procedures

a. Stop pump upon the command from fuel control or if other emergency conditions develop; i.e., fuel leak, pump overheating.

b. If the pump continues to run after the stop pump button has been pressed, secure the power source for these pumps at the electrical vault.

c. Report all unusual conditions to the fuel supervisor.

d. Log all emergency situations and conditions in the pumphouse log.

e. Close inlet and discharge valves.

f. Secure pumphouse valves as required.

APPENDIX 5

SAMPLE LOGS

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APPENDIX 5
LOGS (Minimum information requirements)

STRIPPING LOG (WATER LEVELS ONLY)								
DATE	TANK	START TIME	STOP TIME	TOTAL TIME	START GAUGE	STOP GAUGE	QUANTITY STRIPPED	OPERATOR
7 Nov	11	0815	0820	5	0' 1/8"	0' 0 1/4"	217	Davis
7 Nov	11A	0830	0840	10	0' 1 1/4"	0' 0 1/4"	193	Davis
7 Nov	17	0900	0910	10	0' 2"	0' 0 1/2"	284	Davis

The stripping log. Used to document changes in tank water bottoms as a result of water bottom draw-down or stripping of tanks. If desired, two lines can be used to document changes in water and product levels.

PASSDOWN (EVENT) LOG			
DATE	TIME	EVENT	OPERATOR
7 Nov	0330	CDO Visit	Jones
7 Nov	0800	Night shift relieved, logs revised	Taylor
7 Nov	0900	Alarm system down for PM.	Taylor

The passdown log. A hand written log normally maintained by the controller or dispatcher to document events as they occur, i.e., off-hour visitors, fuel spills, system breakdowns, etc.

PIER (EVENT) LOG			
DATE	TIME	EVENT	OPERATOR
7 Nov	1000	YON 107 docked/secured.	Jones
7 Nov	1030	YON 107 gauged and sampled.	Jones
7 Nov	1055	Hoses connected and checked.	Jones
7 Nov	1110	Pumping commenced.	Jones

The pier log. Serves much the same purpose as the passdown log but documents event applicable to the pier only. Some information may be duplicated in the passdown log.

PUMPHOUSE LOG			
DATE	TIME	EVENT	OPERATOR
7 Nov	1110	Receipt of YON 107 commenced	Davis
7 Nov	1200	Receipt continued pressures normal	Davis
7 Nov	1300	Receipt shut down to repair leak in main manifold valve B17	Davis

The pumphouse log. The pumphouse log is a record of events that must be made known to all who may operate equipment and systems within a pumphouse. Events such as receipts, equipment breakdown and maintenance actions are examples of entries applicable to the pumphouse log.

BARGE LOG						
DATE	PRODUCT	TIME START	DRAFT AT START	DRAFT AT END	TIME STOP	QUANTITY
7 Nov	JP5	1110	12' 4"	3' 7½"	2115	368417

The barge log. The barge log serves as a historical record of issues to and pumping action by barges used to transport fuel product.

RUNNING GAUGE LOG						
DATE	TANK	TIME	GAUGE	QUANTITY	MAX LEVEL	OPERATOR
7 Nov	14	1030	4' 7 3/9"	221070	533442	Davis
7 Nov	14	1135	5' 4½"	25586	533442	Davis
7 Nov	14	1230	6' 0 5/8"	286319	533442	Davis
7 Nov	14	1330	6' 8 5/8"	316587	533442	Davis

APPENDIX 6

SAMPLE OPERATIONS ORDER

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SPECIFIC OR RECURRING OPERATIONS ORDER

Order No.: _____ Issued by: _____ Date: _____ Time: _____

Passed to: _____ Date: _____ Time: _____

Passed to: _____ Date: _____ Time: _____

---

1. Type Product: _____ Est. Amount: _____

2. Operation: Receipt by: Tanker ____ Barge ____ Pipeline ____ Rail Car ____
   Issue to: Tanker ____ Barge ____ Pipeline ____ Rail Car ____

   Transfer From: _____ To: _____

3. Est. Start: Date _____ Time _____ / Est. Stop: Date _____ Time _____

4. Tank(s) to be Used: _____

5. Berth/Pipeline/Railhead to be Used: _____

6. Header(s)/Rack(s)/Manifold(s) to be Used: _____

7. Valve Alignment for Initiating Operation: _____

8. Valve Alignment for Securing Operation: _____

9. Fuel Samples Taken From/At: _____

10. Name of Vessel: _____

11. Number and Size of Hoses/Loading Arms to be Used: _____

    _____

12. Type of Support Equipment Required: _____

13. Telephones Connected/Communication Established: _____

14. Emergency Procedures and Contacts: _____

    _____

    _____

    _____

15. Remarks/Special Instructions: _____

    _____

    _____

    _____

    _____

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APPENDIX 7

DLA OWNED INVENTORY MANAGEMENT

PART A: DFAMS TRANSACTION REPORTING

PART B: NAVY DFSP MONTHLY INVENTORY RECONCILIATION

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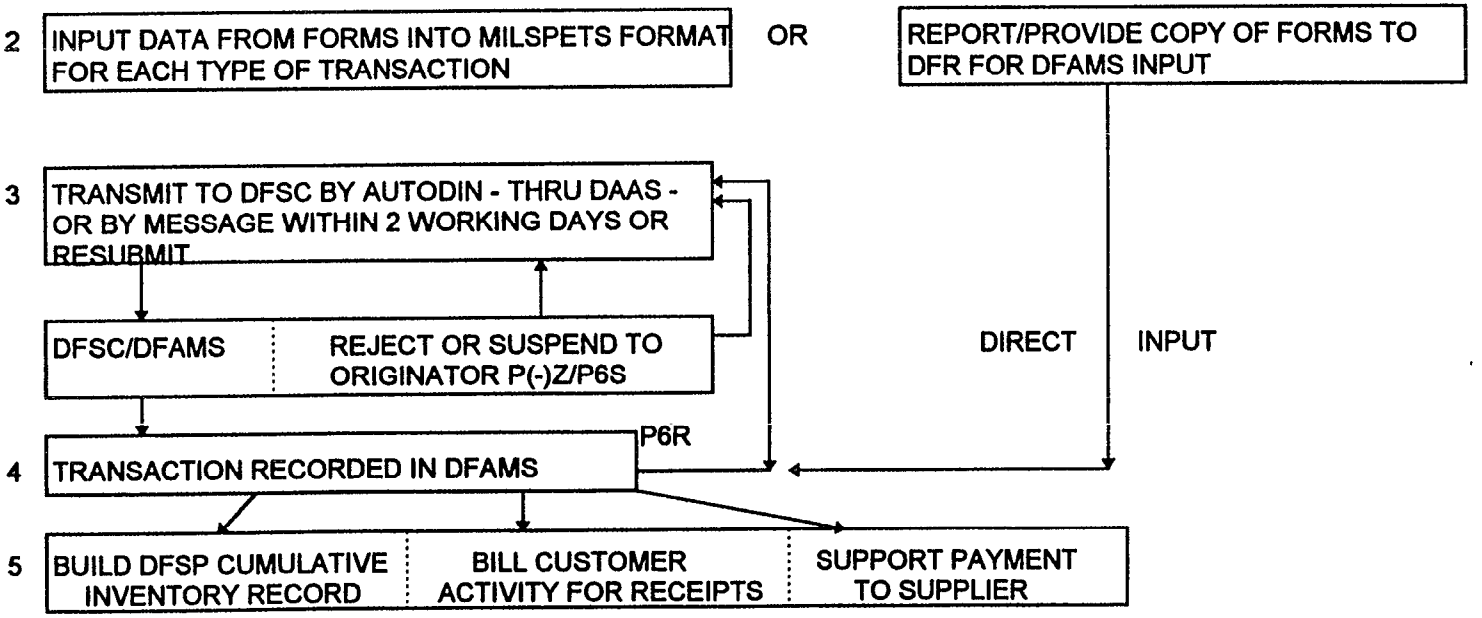
PART A

DFAMS TRANSACTION REPORTING

1 DOCUMENTATION BY DFSP OR CUSTOMER		PURPOSE/USE
DD-1155	- ORDER FOR SUPPLIES & SERVICES	- ORDERS ON DFSC CONTRACTS
DD-250	- MATERIAL INSPECTION & RECEIVING REPORT	- SHIPMENTS/RECEIPTS FROM INDUSTRY AND DFSPs
DD 250-1	- TANKER/BARGE MIRR	- SHIPMENTS/RECEIPTS BY BARGE OR TANKER
DD-1149	- REQUISITION & INVOICE SHIPPING DOCUMENT	- REQUISITIONS, SHIPMENT, RECEIPT FOR DFSP SUPPORT - REQUISITIONS, SHIPMENT, RECEIPT FOR DFSP SUPPORT
DD-1348 & DD-1348-1	- DOD SINGLE LINE REQUISITON, RELEASE, RECEIPT DOCUMENT	- DFAMS PHYSICAL INVENTORY, INVENTORY ADJUSTMENT, CONDITION/IDENTITY CHANGES



PART B:

NAVY DFSP MONTHLY INVENTORY RECONCILIATION

DFSP ACTIONS		DFSC/DFAMS ACTIONS
1. Conduct ending inventory as of 0800, 1st calendar day of each product and additive.		
2. Prepare DD-1348-1s for: - Physical inventory of each product - Operating gain/loss by product for month (OPTIONAL) - Identity change for additives injected--if not done previously		
3. Prepare MILSPETS formats and transmit to DFSC/DFAMS by 3rd calendar day: - P43 identity changes (if required) - P42 inventory adjustments (optional) - P41 physical inventories P41 must be last transaction transmitted	MANDATORY →	4. Upon receipt of P41 and/or P42/P43 for each product run reconciliation program. If reconciliation is successful proceed to step 8. If not proceed to steps 5 thru 7.
	←	5. Transmit P6D with management Code 11, 12 or 13 if 6. reconciliation cannot be accomplished; no P41 received, missing or rejected transactions during month, gains/losses exceed allowable or do not match P42.
6. Correct/retransmit rejected or missing transaction identified by DFSC.	AS REQUIRED ←	
		7. Rerun reconciliation on receipt of corrected/missing transactions-repeat 5 and 6 until accomplished.
9. Verify Document Register against all transaction documents, sign certification (Responsible Officer) and file at DFSP.	MANDATORY ←	8. Transmit P6D with management Code 17 when reconciliation is accomplished. Mail hard copy of Document Register for verification, signature of Responsible Officer and file at DFSP.
10. If missing transactions or errors are identified after reconciliation resubmit to DFSC/DFAMS.		11. DFAMS will run re-reconciliation, transmit P6B with Management Code 18 and mail Revised Document Register.

APPENDIX 8

POST, CAMP AND STATIONS

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POST, CAMP AND STATIONS (GROUND FUELS)

ORDERS

(CONUS) Send two copies of DD1155, to contractor and three signed copies within one working day to:

Defense Finance Accounting Center
Columbus Center Fuel Stock Fund
Accounting Branch
ATTN: DFAS-CO-SFP
P.O. Box 182317
Columbus, OH 43218-6252

RECEIPTS

FUEL BRANCH RESPONSIBILITIES*

1. Inspect delivery vehicle to ensure: (Note 1)

   a. Seals are in place and numbers are the same as noted on delivery documentation

   b. Volumes delivered are corrected to 60°F.

   c. Delivery meters have been calibrated (semiannually)

   d. There is no contamination (i.e., water, sediment, etc.).

2. Verify amount received by measuring tanks before and after delivery. If amount received is different from amount shipped, annotate on delivery document.

↓

STOCK CONTROL DEPT. RESPONSIBILITIES

See diagram for DBOF Receipts (Appendix 9)

↓

FINANCIAL CONTROL DEPT. RESPONSIBILITIES

See diagram for DBOF Receipts

ISSUES

FUEL BRANCH RESPONSIBILITIES**

1. Complete issue documentation which includes: (Note 1)

   a. Vehicle ID number
   b. Vehicle mileage
   c, Amount issued
   d. Time issued
   e. Name and signature of driver and attendant

2. Calibrate issue meters (semiannually)

3. Secure issue facility when not in use. (Key Control)

↓ **Issue Documentation**

STOCK CONTROL DEPT. RESPONSIBILITIES

See diagram for DBOF Issues (Appendix 9)

↓

FINANCIAL CONTROL DEPT. RESPONSIBILITIES

See diagram for DBOF issues

(CONUS)

Receipt Documentation (DD 250 or DD 1155)

Three signed copies within one working day to:
Defense Finance Accounting Center
Columbus Center Fuel Stock Fund Acctg Branch
ATTN: DFAS-CO-SFP
P.O. Box 182317
Columbus, OH 43218-6252

INVENTORIES

FUEL BRANCH RESPONSIBILITIES

1. Conduct daily inventory of active tanks. (Note 1)
2. Conduct weekly inventory of inactive tanks. (Note 1)
3. Conduct formal inventory of all tanks monthly. (Note 2)

NOTES:
(1) OPNAVINST 4020.25A Encl (1)
(2) NAVSUPINST 4440.115

* The exact method of delivery and verification procedures should be included in the site specific Post, Camp and Stations contract.

** Special attention should be given to the control and verification of issues to non-end users (i.e., bulk issues to POL tank trucks which deliver fuel to fixed equipment or to vehicles which do not receive fuel at service stations) and issues made after normal working hours.

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APPENDIX 9

DBOF RECEIPTS AND ISSUES

PART A: DBOF RECEIPT OF DLA PRODUCT FROM A DIRECT DELIVERY CONTRACT

PART B: ISSUES FROM DBOF ACTIVITY TO END USER

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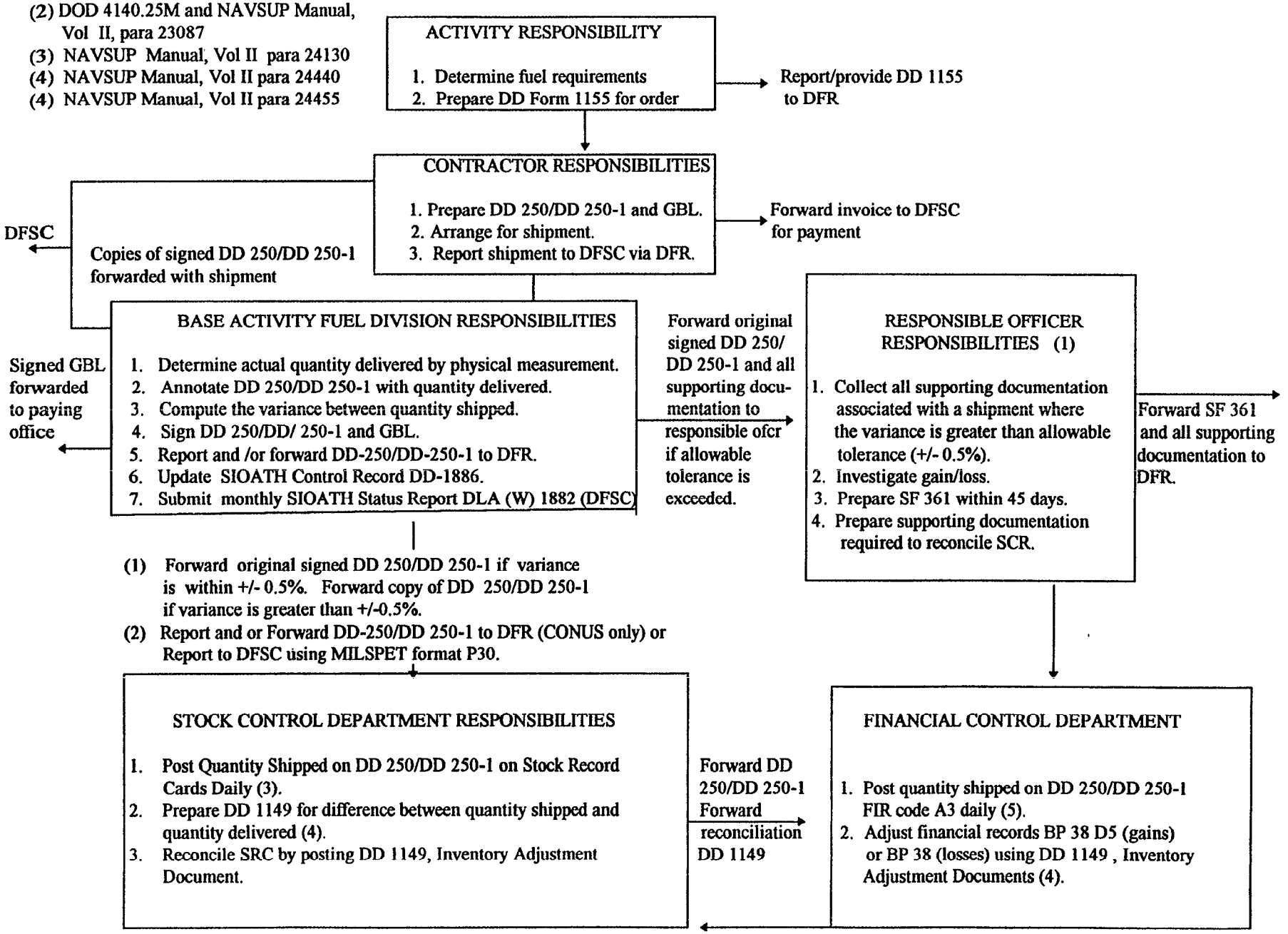
PART A:

NOTES:
(1) DOD 4140.25M
(2) DOD 4140.25M and NAVSUP Manual, Vol II, para 23087
(3) NAVSUP Manual, Vol II para 24130
(4) NAVSUP Manual, Vol II para 24440
(4) NAVSUP Manual, Vol II para 24455

DBOF RECEIPT OF DLA PRODUCT FROM A DIRECT DELIVERY CONTRACT



PART B:

ISSUES FROM DBOF FUND ACTIVITY TO END USER

END USER RESPONSIBILITIES

1. Determine fuel requirement
2. Submit requirement to fuel department verbally (followed up with issue documentation) or via DD 1149 or DD 1348

FUEL DEPARTMENT RESPONSIBILITIES

1. Issue fuel to end user
2. Annotate amount delivered on DD 1149, DD 1348-1 or DD 1898
3. End user sign issue document
4. Give copies of issue document to end user
5. To improve internal control, it is recommended that an informal reconciliation of daily issues versus opening and closing inventories of issue tank to be documented (to assist in this process, it is recommended that refuelers and other fuel delivery trucks be "topped off" at the end of each day)
6. Keep one copy of issue documents and forward original and copy of issue documents to stock control daily

STOCK CONTROL DEPARTMENT RESPONSIBILITIES

1. Post issues to SRCs daily
2. Keep one copy of issue documents and forward original and copies to Financial Control Department

FINANCIAL CONTROL DEPARTMENT RESPONSIBILITIES

1 . Post amount issued to FIR daily codes J1, J3, J5, J7 or J9 - Issues with reimbursment or code K1, K3 or K8 - Issues without reimbursements
2. Keep one copy of issue documents and forward original to Accounting Department

ACCOUNTING DEPARTMENT RESPONSIBILITIES

1. Develop bill
2. Forward copy to SPCC

APPENDIX 10

MONTHLY INVENTORY REPORT

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DATE_____

GAUGER_____

WITNESS_____

MONTHLY INVENTORY

Tank Inventory (Product; i.e., JP5) for each tank

1. Gauge Reading _____
2. Water Cut Reading _____
3. Gross volume from strapping table (item 1) _____
4. Gross water from strapping table (item 2) _____
5. Gross volume of fuel (item 3-item 4) _____
6. Temperature of fuel in Tank °F _____
7. Measured API _____
8. Measured temperature of API sample °F _____
9. API @ 60°F from Table 5B using items 7 & 8 _____
10. Correction factor from Table 6B using items 6 and 9 _____
11. Net quantity (item 5 x item 10) _____

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APPENDIX 11

NAVY FISC POL TESTING LABORATORIES

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EAST COAST

FISC NORFOLK (HIGHEST) TESTING CAPABILITY:

AIRCRAFT TURBINE	*B-2*
DIESEL FUEL	B-2
HEATING FUEL	B-2
BUNKER FUEL	B-2
AIRCRAFT LUBES/HYD FLUIDS	B-2
GROUND LUBES/HYD FLUIDS	B-2
AVIATION GASOLINE	B-3
AUTOMOTIVE GASOLINE	B-3

FISC JACKSONVILLE (HIGHEST) TESTING CAPABILITY:

AUTOMOTIVE GASOLINE	*B-2*
AIRCRAFT FUELS	B-1
AVIATION GASOLINE	B-1
DIESEL FUEL	B-1
BUNKER FUEL	B-1
HEATING FUEL	C
AIRCRAFT LUBES/HYD FLUIDS	C
GROUND LUBES/HYD FLUIDS	C

WEST COAST

FISC PUGET SOUND (HIGHEST) TESTING CAPABILITY:

AVIATION FUELS	*B-2*
AVIATION GASOLINE	B-2
DIESEL FUEL	B-2
AUTOMOTIVE GASOLINE	B-2
HEATING FUEL	B-2
BUNKER FUEL	B-2
AIRCRAFT LUBES/HYD FLUIDS	B-2
GROUND LUBES/HYD FLUIDS	B-2

FISC SAN DIEGO (HIGHEST) TESTING CAPABILITY:

AIRCRAFT TURBINE	*B-2*
DIESEL FUEL	B-2
BUNKER FUEL	B-2
HEATING FUEL	B-1
AVIATION GASOLINE	B-3
AUTOMOTIVE GASOLINE	B-3
AIRCRAFT LUBES/HYD FLUIDS	C
GROUND LUBES/HYD FLUIDS	C

PACIFIC AREA

FISC PEARL HARBOR (HIGHEST) TESTING CAPABILITY:

ENVIRONMENTAL/WASTE	*A*
AIRCRAFT TURBINE	B-2
AVIATION GASOLINE	B-2
DIESEL FUEL	B-2
AUTOMOTIVE GASOLINE	B-2
HEATING FUEL	B-2
BUNKER FUEL	B-2
AIRCRAFT LUBES/HYD FLUIDS	B-2
GROUND LUBES/HYD FLUIDS	B-2
AIRCRAFT/GROUND GREASES	B-2

FISC GUAM (HIGHEST) TESTING CAPABILITY:

AIRCRAFT TURBINE	*B-2*
AVIATION GASOLINE	B-2
DIESEL FUEL	B-2
AUTOMOTIVE GASOLINE	B-2
HEATING FUEL	B-2
BUNKER FUEL	B-2
AIRCRAFT LUBES/HYD FLUIDS	B-2
GROUND LUBES/HYD FLUIDS	B-2
AIRCRAFT/GROUND GREASES	B-2

FISC YOKOSUKA, DET SASEBO (HIGHEST) TESTING CAPABILITY:

ENVIRONMENTAL/WASTE	*A*
AVIATION FUEL	B-2
DIESEL FUEL	B-2
HEATING FUEL	B-2
BUNKER FUEL	B-2
GROUND LUBES/HYD FLUIDS	B-2
AVIATION GASOLINE	B-1
AUTOMOTIVE GASOLINE	B-1

FISC YOKOSUKA, DET TSURUMI (HIGHEST) TESTING CAPABILITY:

AVIATION FUELS	*A*
AVIATION GASOLINE	A
DIESEL FUEL	A
AUTOMOTIVE GASOLINE	A
HEATING FUEL	A
BUNKER FUEL	A
AIRCRAFT LUBES/HYD FLUIDS	A
ENVIRONMENTAL/WASTE	A
AIRCRAFT/GROUND GREASES	B-2

APPENDIX 12

RETENTION PERIODS FOR POL SAMPLES

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RETENTION PERIODS FOR POL SAMPLES

SOURCE OF SAMPLE	SAMPLE TYPE	RETENTION PERIOD	SAMPLE QUANTITY
Tank Trucks, Tank Cars and Rail Cars	All-Levels	30 days	1 QT
	Composite	45 days	1 GL
Tankers and Barges	Line	30 days	1 GL
	All-Levels	45 days	1 QT
	Composite	90 days	5 GL
Yard Oilers	Composite	45 days	1 GL
Pipelines	Line	30 days	1 QT
	Composite	90 days	1 GL
Storage Tanks	U-M-L	30 days	1 QT
	All-Levels	45 days	1 GL
	Composite	90 days	1 GL
Packaged POL	Representative	12 months. When product is packaged in a container of less than 10 gallons (fuel and lubricating oils) or not more than 35 pounds (greases) the sample will be retained in the originally packaged container.	Sufficient sample to permit complete specification testing if required.

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APPENDIX 13

MAINTENANCE TRACKING

PART A: MAINTENANCE REQUIREMENTS CARD
PART B: MAINTENANCE INDEX PAGE
PART C: EQUIPMENT GUIDE LIST

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SYSTEM	COMPONENT Lubricated Plug Valves	MRC CODE VL-Q-2
SUBSYSTEM	RELATED MAINTENANCE VP-Q-1 VL-M-1	RATES M/H WG-6 0.4 hr.
MAINTENANCE REQUIREMENT DESCRIPTION 1. Lubricate plug valves.		

SAFETY PRECAUTIONS

1. Observe standard safety precautions.
2. Ensure operation of valves will not endanger any equipment or personnel.

TOOLS, PARTS, MATERIALS, TEST EQUIPMENT

1. Valve operator handle (if it is removed)
2. Wrench
3. Grease (according to valve manufacturer's recommendations)
4. Grease gun (if applicable)

PROCEDURE

I. Stick Lubrication

1. Check to ensure valve is in full open or full closed position.
2. Remove lubricant fitting and insert proper size stick of lubricant.
3. Replace fitting; lubricant will be forced into the valve by turning the fitting.
4. Repeat, adding additional sticks of lubricant until increased resistance is felt on fitting. This indicates the lubricant system is full and under pressure.
5. Rotate valve back and forth, while turning in last stick of lubricant, to evenly spread the lubricant over the plug and body seating surfaces.
6. Always leave the fitting fully extended and full of lubricant.

II. Gun Lubrication

1. Valve should be in fully open or fully closed position.
2. Connect high pressure lubricant gun to combination lubricant fitting and pump lubricant into valve until increased resistance is felt.
3. Rotate valve back and forth during final strokes of lubricant gun to spread lubricant evenly over the plug and body seating surfaces.
4. If the valve operation, such as a worm gear operator, has grease fittings, lubricate them using lubricant gun with conventional lithium based grease.

PAGE 1 OF 1	DATE 21 MARCH 19985

PART A:
MAINTENANCE REQUIREMENT CARD

COMPONENT	REFERENCE	DATE 29 NOV 84
Valves	NAVFAC MO-230	
EQUIPMENT GUIDE LIST NO.	MIP NO. VLV-VL	

MRC CONTROL NO.	MAINT. REQUIREMENT DESCRIPTION	PERIODICITY	SKILL LEVEL	MH	RELATED MAINT.
VL-M-1	Check valves and associated piping for leaks	M			
VL-Q-1	Check operation of check valves	Q			
VL-Q-2	Lubricate plug valves	Q	WG-6	0.4	VP-Q-1 VL-M-1
VL-Q-3	Clean and lubricate valve gear operation	Q			
VL-Q-4	Clean and grease gate valve stem	Q			
VL-Q-5	Inspect and clean flow control valves	Q			
VL-R-1	Replace valves as determined necessary by MRC W-1	R			

PART B:
MAINTENANCE INDEX PAGE

MIP NO. _____ MRC PERIODICITY _____

EQUIPMENT NAME	SERIAL NO.	LOCATION	APPLICABLE DATA PER MRC

PART C:
EQUIPMENT GUIDE LIST

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